MEMORANDUM OF UNDERSTANDING

BETWEEN

OFFICE OF LOGISTICS, OFFICE OF FINANCE

AND OFFICE OF INFORMATION TECHNOLOGY

REGARDING

DDA CORPORATE DATA BASE MANAGEMENT SYSTEM FOR CLAS AND BARS

1. This Memorandum of Understanding between the Office of Logistics, the Office of Finance and the Office of Information Technology provides a commitment by the three offices to a change of management responsibility for the project known as BARS/CLAS under the DDA Corporate Data Program. The DC/IMSS/OL will be responsible for overall Project Management and will serve as the OL Program Manager. The Offices of Finance and Information Technology shall provide a Program Manager for their respective team responsibilities.

2. The Program Managers shall be responsible for developing a project implementation strategy based upon the following considerations:

    a. availability of software releases from Cullinet;

    b. target date of 1 October 1988 for IOC;

    c. BARS/CLAS is a software package installation not a software development program;

    d.   the software packages represent the basic set of requirements;

    e.   modifications and enhancements will be minimal and will only be done for <u>demonstrated</u> requirements not included in the package.

    f.   OL and OF will modify methods and procedures as a first alternative to software modification;

    g.   All existing capabilities in current GIMS systems will not exist in the initial IOC system under BARS/CLAS; and

    h.   All BARS/CLAS team members will cooperate within these considerations to achieve a working system.

    3.   The Program Managers for OL and OF shall be responsible for decision-making regarding the functionality of the packages, i.e.; identifying and validating any additional modules that require system programming, identifying modifications to existing packages and devising procedural changes to accommodate the packages.  They will also be accountable for ensuring that IOC system meets the legal and functional requirements of the Agency through exhaustive prototyping, testing and coordination of all transactions, regulations and procedures with appropriate components.

    4.   The OIT Program Manager will be responsible for providing technical advice and consulting services to the functional program managers regarding decisions made that have an impact on technical resources, both system and human.  He/she

will also be responsible for providing technical support in the form of programming, data base management, risk assessments, level-of-effort estimates for modifications and enhancements to the package software, and overall budget management for OIT resources.

5.  OL will provide space to enable the co-location of the entire BARS/CLAS project team, consisting of [ ] (staff and contract) [ ]

6.  OIT will assist in terminal relocations and re-allocation of communications ports to service the terminals. OIT will also make available to OL Management the space vacated by the OIT and OF personnel that relocate [ ] [ ]

7.  There will be a Configuration Control Board (CCB), chaired by DC/IMSS/OL, with membership comprised of the OL, OIT and OF Program Managers.  OIT will not be a voting member.  The Chairman of the CCB will resolve all ties.  A charter will be established.

8.  There will be an Engineering Review Board (ERB), chaired by the OIT Program Manager, with membership consisting of all team leaders from the BARS/CLAS Project.  A charter will be established.

9.  This MOU will be subject to review and amendment at periodic intervals but will not be altered without the agreement of the three Office Directors.

STAT
STAT
STAT
STAT

FOR THE OFFICE OF LOGISTICS      FOR THE OFFICE OF FINANCE

By _____    By _____
    Director of Logistics            Director of Finance

Date _____   Date _____

FOR THE OFFICE OF INFORMATION TECHNOLOGY

By_____
    Director of Information Technology

Date _____